CROWN PRIVATE SCHOOL مدرسة كراون الخاصة British Curriculum المنهاج البريطاني		**E- MAIL POLICY**	

PROCESS NAME:	E-mail Policy	**CREATION DATE:**	10/09/2022
PROCESS MANAGER:	IT Administrator	**LAST REVISION:**	05/02/2025
PREPARED BY	Rajeesh Kumar – IT-Admin	**APPROVED BY**	Dr. Kishor Pillai- Principal
APPLIES TO:	All Staff	**RELATED DOCUMENT(S):**	Acceptable use policy Password Policy

1. Introduction

Crown Private School is committed to ensuring secure, professional, and efficient communication through email and other digital communication channels. This policy outlines the guidelines for the appropriate use of email and communication tools to protect sensitive information, maintain professionalism, and ensure compliance with data protection regulations.

2. Scope

This policy applies to all employees, faculty, staff, and any authorized users of the Crown Private School email system and communication platforms. It covers internal and external email communication, instant messaging, and other digital correspondence.

3. Acceptable Use

- All email communications must be professional, respectful, and aligned with the school's values.
- Employees must use their official CPS email address for all work-related communications.
- Emails should be clear, concise, and relevant to the recipient.
- Personal use of email should be kept to a minimum and must not interfere with work responsibilities.
- Bulk email communications must be approved by the IT or administration department.

4. Security and Confidentiality

- Sensitive or confidential information should not be shared via email unless encrypted or sent through secure channels.
- Employees must be vigilant about phishing emails and report any suspicious messages to the IT department.
- Attachments and links should only be opened if they are from verified sources.
- Email accounts must be protected with strong passwords and multi-factor authentication.
- Users should log out of email accounts when using shared or public devices.

5. Prohibited Use

- Sending unsolicited or spam emails.
- Sharing inappropriate, offensive, or defamatory content.
- Using email to harass, intimidate, or discriminate against others.
- Forwarding chain emails or hoaxes.
- Using personal email accounts for official school communication.

6. Email Retention and Monitoring

- Emails should be retained according to the school's data retention policy.
- The IT department reserves the right to monitor email usage to ensure compliance with security and privacy standards.
- Any unauthorized use or breach of this policy may result in disciplinary action.

7. Communication Platforms

- Instant messaging and collaboration tools should only be used for work-related discussions.
- Official announcements must be communicated through approved school channels.
- Employees must ensure that all digital communication aligns with the school's professional standards.

8. Incident Reporting

- Any suspected security breach, unauthorized access, or policy violation must be reported to the IT department immediately.
- Users must report lost or compromised devices to prevent unauthorized access to email accounts.

9. Policy Review and Compliance

- This policy is subject to periodic review and updates as necessary.
- Non-compliance with this policy may result in disciplinary action, including termination of access to school communication systems.

By using Crown Private School's email and communication platforms, all users agree to abide by this policy and uphold the highest standards of security and professionalism in all correspondence.